

**County of Bernalillo**  
**State of New Mexico**

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**Purchasing Department**

ONE CIVIC PLAZA, N.W.  
ALBUQUERQUE, NM 87102  
(505) 468-7013  
FAX (505) 468-7067

November 5, 2010

**TO: All Prospective Offerors**

**FROM: Dinah Esquivel, Purchasing Manager**  
**Bernalillo County Purchasing Department**

A handwritten signature in cursive script, appearing to read "Dinah Esquivel", is written over the printed name and title.

**RE: Request for Proposals ("RFP") #13-11-DE**  
**Professional Reporting and Transcription Services**

On behalf of Bernalillo County ("County") the Purchasing Department is soliciting proposals from prospective Offerors to provide professional Recording and Transcription Services. Meetings shall include but not be limited to attending all Board of County Commission meetings and any special meetings as required.

For registered vendors, pertinent RFP documents, including the Scope of Service and the proposed contract documents pertaining to this solicitation can be downloaded through the purchasing website at no cost. For firms not registered, interested parties are welcome to register through the County's purchasing website, [www.bernco.gov/purchasing](http://www.bernco.gov/purchasing) and pay the required fee of \$50.00 plus a convenience of \$1.49 to process payment by credit card or \$1.49 per e-check. Vendors are also welcome to contact Jacqueline Little at (505) 468-7387 for assistance in the on-line registration or to request a hard copy of the document at a cost of 50 cents per page. Requesting a hard copy of the document at a cost of 50 cents per page will result in registration for this solicitation only.

A non-mandatory, pre-proposal, conference will be held on **November 15, 2010 at 10:00 a.m.** Mountain Standard Time (MST), in Conference Room B, located at One Civic Plaza NW, Albuquerque, New Mexico. Written questions prior to the pre-proposal are preferred. These will be accepted by fax (505) 468-7067, or by E-mail, [desquivel@bernco.gov](mailto:desquivel@bernco.gov).

Sealed submittals for the referenced proposal must be addressed and delivered no later than 4:00 p.m. (MST) on **November 19, 2010** to the Purchasing Department, One Civic Plaza, 10<sup>th</sup> Floor, Room 10010, Albuquerque, NM 87102. Sealed submittals will be date and time stamped upon receipt. Delivery of proposals is the sole responsibility of the Offeror.

**xc: File – RFP #13-11-DE**